

## **PI - Matching IDPH Death Statistics File to Medicaid MMIS Provider File**

### **Purpose:**

Describe the process used to determine whether the provider numbers of deceased Medicaid providers are incorrectly being used to file claims for Medicaid reimbursement.

### **Identification of Roles:**

IME Program Integrity (PI)—determine whether the provider numbers of deceased Medicaid providers are incorrectly being used to file claims for Medicaid reimbursement.

### **Performance Standards:**

Complete monthly, by the 15th of the month.

### **Path of Business Procedure:**

The Iowa Department of Public Health (DPH) has entered into a data use agreement with the Iowa Department of Human Services (DHS) to share on a monthly basis the data records of deceased persons in Iowa. The intent is to determine whether the provider numbers of deceased Medicaid providers are incorrectly being used to file claims for Medicaid reimbursement.

- Step 1. Near the beginning of each month, the representative of the DPH sends via email a text file from the DPH consisting of data records of deceased Iowans to the Data Analyst
- Step 2. The Data Analyst saves this text file to the folder P:\IDPH\Monthly Death Statistics File - Delete at Year End. Rename the file using the following naming convention: “DPHFILECCYYMMDD.txt.” For example, for the file received January 4, 2008 the filename would be “DPHFILE20080104.txt.”
- Step 3. Connect to the TSO2 server. Contact the Iowa Department of Human Services Bureau Chief, Division of Data Management to set up new accounts on the TSO2 server.

- Step 4. Open the Microsoft Access database file P:\IDPH\DPH MMIS Match.mdb, from within a session on the TSO2 server. The table “dbo\_Provider\_List “ in this database is an Open Database Connectivity (ODBC) link to the Provider\_Internal database on the **IOWAJHNDW12** database server. Contact the Division of Data Management (DDM) for assistance in accessing this ODBC link, if necessary.
- Step 5. Choose File => Get External Data => Import, and import the new DPH text file into the table “DPHFILE”, using the import specification “DPHFILE Import Specification.”
- Step 6. Open the query “qselProviderSSN#Matches”. This query returns any new matches (based on social security number) between the DPH data and the MMIS provider file. Verify using MMIS paid claims data the providers matched to the DPH data did not file claims with dates of service after the date of death of the provider. Make a referral to the Supervisor, if appropriate.
- Step 7. Output the results of this query to a Microsoft Excel Spreadsheet, and email this spreadsheet to the IME Provider Services Unit provider enrollment supervisor. CC (Carbon Copy) the following people: IME Provider Services Unit Operations Manager; IME Revenue Collections Account Manager; IME Provider Services Unit Account Manager; PI Operations Manager, PI Account Manager.
- Step 8. In the DPH MMIS Match.mdb file, run the following 2 queries: “qappArchiveData” and “qdelDPHFILE,” in this order. These queries archive the current month data, and prepares the database for the next month. At the end of each state fiscal year (June 30), delete all data in the tables “DPHFILE\_Archive” and “DPHFILE.”
- Step 9. At the end of each state fiscal year (June 30), delete all data received from the DPH, in accordance with the data use agreement. Follow the procedure “DESTRUCTION OF DEPARTMENT OF PUBLIC HEALTH DATA”.

## **Forms / Reports:**

None

**RFP References:**

6.1.2.3.6

**Interfaces:**

Iowa Department of Public Health

**Attachments:**

None